

# Company Support Form

As the Part-Time MBA program is a lengthy and time-intensive professional development program, ensuring company support from the beginning is a critical element in determining a candidate's potential for success. Selected participants will be required to attend courses, conferences and residencies that fall within the candidate's normal working schedule. Therefore it is critical that the candidate as well as the organization have a comprehensive understanding regarding the time requirements, and that the candidate has the explicit support of his or her organization.

## Instructions to Candidate

Please fill in your name and date of birth and present this form to your immediate supervisor. Return the signed form with your application packet.

## Instructions to Immediate Supervisor

Please discuss the MBA program time requirements with the candidate. Upon completion of your discussion, please fill out and sign this form. Return the completed form to the candidate to be included in his or her application packet.

In the course of their studies, all participants need to complete a Business Master Project (BMP) as a capstone program project, which is conducted as a joint effort in multi-competence teams (MCTs). Hereby, they will apply their acquired business knowledge and management skills to tackle real business issues by either creating a) a **business plan** idea for one's own start-up company **or** b) a **consulting project** in cooperation with either the **current employing company** **or** another, external sponsoring company.

The candidate and I acknowledge the importance of the BMP as an integral part of the Mannheim Part-Time MBA and have discussed that our company will support him/her with the project, especially when it comes to allowing the cooperation with another, external company.

The candidate and I have discussed and understand the rigorous time requirements of this program. We have addressed how these time requirements will be met using either time off or vacation days, and I am prepared to support the candidate in the pursuit of professional development and management education in the Mannheim Part-Time MBA program.

Last name \_\_\_\_\_

First name \_\_\_\_\_

E-mail \_\_\_\_\_

Date of birth 

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|   |   |   |   |   |   |   |   |

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Supervisor's last name \_\_\_\_\_

Supervisor's first name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Street \_\_\_\_\_

Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Tel. \_\_\_\_\_

E-mail \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Official Seal \_\_\_\_\_